



THE STATE  
of **ALASKA**  
GOVERNOR BILL WALKER

## Department of Education & Early Development

Statewide Library Archives & Museum  
Alaska State Historical Records Advisory Board  
<http://archives.state.ak.us/ashrab/ashrab.htm>

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### Alaska State Historical Records Advisory Board (ASHRAB) Membership

Zach Jones, Acting Coordinator  
Della Hall, Fairbanks  
Lisa Hart, Palmer  
Toby Allen, Anchorage  
Anjuli Grantham, Kodiak

Judith Bittner/Jo Antonson, Anchorage  
Bruce Parham, Anchorage  
Susan Means, Anchorage  
Larry Hibpshman, Kenai

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### ASHRBA Meeting Minutes

<b>Meeting Date:</b>	Feb. 13, 2017
<b>Meeting Location:</b>	Teleconference
<b>Minutes Recorded by:</b>	Chris Hieb
<b>Roll Call:</b>	<p>Present at the Meeting:</p> <p>Zachary Jones, Acting Coordinator, Juneau Jo Antonson, Anchorage Bruce Parham, Anchorage Toby Allen, Anchorage Larry Hibpshman, Kenai Della Hall, Fairbanks Lisa Hart, Palmer</p> <p>Absent</p> <p>Anjuli Grantham, Kodiak Susan Means, Anchorage Judy Bittner, Anchorage</p> <p>Guests:</p> <p>Chris Hieb, Juneau</p>

#### I. Greeting and Roll Call.

The meeting was called to order by Z. Jones at 10:00 A.M. Roll call was conducted, a quorum was present.

## **II. Acceptance of Past Minutes.**

Z. Jones presented the minutes of the January 11, 2017 meeting. Z. Jones offered up one addendum to the minutes and asked for approval by the board. T. Allen moved to approve the minutes, B. Parham seconded.

## **III. Board business.**

### **A. Update on board members and their activities.**

1. Members were asked by Z. Jones to give a brief description of their current activities.
2. Members asked that it be noted in the minutes that John Haile Cloe passed away on Dec. 26<sup>th</sup> 2016 in Anchorage at age 78.

### **B. Update on process of reviewing grants for NHPRC.**

1. NHPRC grant application review process has changed since last meeting. NHPRC will now ask 4 members to review applications, not the full board. NHPRC has forwarded 4 applications and asked that they be reviewed in 30 days, Z. Jones volunteered a few members and forwarded the applications to them.
2. Z. Jones asked the board to send him an email if they are willing to be available for application reviews. He noted that he will be asking NHPRC if they could provide more lead time than 30 days for the application reviews.

### **C. Update on next meeting, face to face in Fairbanks on March 1, afternoon at UAF Museum of the North conference room.**

1. Primary objective of meeting will be to select 2 applicants for the grant and discuss other board activities this year, such as the Archives month poster.
2. Question regarding meeting logistics raised. Z. Jones, L. Hart and D. Hall are available to provide transportation to the meeting.

### **D. Discussion and evaluation of host applications to receive journeyman archivists.**

1. 5 applications were received of which two will be selected to host. The 5 applicants in alphabetical order were;
  - a. Alaska Aviation Heritage Museum
  - b. Juneau-Douglas City Museum
  - c. Palmer Museum of History and Art
  - d. Sealaska Heritage Institute
  - e. Sheldon Museum & Cultural Center
2. Z. Jones asked members to consider disqualifying two applications due to NHPRC rules.

- a. Discussion of both applications occurred. One application was considered disqualification on the basis that it proposed work on federal records. Another for proposing that work be done for a for-profit company. One application was eliminated. Another was placed on hold pending Z. Jones' confirmation regarding funding for a for-profit corporation.
3. Discussion of remaining three institutions applications.
  - a. The Sheldon Museum & Cultural Center was approved to receive one of the journeyman archivists by a unanimous vote of the board.
  - b. The board had questions regarding the remaining three institutions applications and required more information. Question of postponing decision on second award until March 1<sup>st</sup> meeting.
  - c. Z. Jones noted time constraints with waiting until March meeting to award second journeyman archivist. He will clarify questions brought by board regarding applications with both NHPRC and applicant institutions. He will contact the board with findings and continue award discussion via email prior to March 1<sup>st</sup> meeting.

#### **E. Question of new agenda items for March.**

1. J. Antonson request dissemination of information to the board on three subjects, Z. Jones passed along known status/details of the following.
  - a. Elizabeth and Roy Peratrovich Governors correspondence placed online by State Archives. L. Hibpshman suggested State Archives look into 1918 Governors' influenza file for 100 year anniversary.
  - b. National Digital Newspaper Program grant facilitated by Leah Geibel
  - c. Council of State Archivists online webinars  
<https://www.statearchivists.org/pertts/education-training/cosa-preservica-practical-digital-preservation/>

#### **IV. Adjourn.**

- A. With no further business a motion to adjourn was made by L. Hibpshman and seconded by L. Hart. The meeting concluded at 11:40 am.

#### **Action Items:**

III. D. 3. c.

Z. Jones will clarify questions brought by board regarding applications with both NHPRC and applicant institutions. He will contact the board with findings and continue award discussion via email prior to March 1<sup>st</sup> meeting.



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